



State of Arizona  
Department of Education

**ADDENDUM TO FOOD PROGRAM PERMANENT SERVICE AGREEMENT  
FOR PARTICIPATION IN SUMMER FOOD SERVICE PROGRAM**

**PROVISIONS FOR THE SUMMER FOOD SERVICE PROGRAM**

1. The Sponsor, \_\_\_\_\_,  
("SPONSOR") agrees to operate the Summer Food Service Program in compliance with Title 7,  
Part 225 of the Code of Federal Regulations effective \_\_\_\_\_.
2. The SPONSOR agrees to operate the Summer Food Service Program in compliance with State or  
local health and safety standards.
3. The SPONSOR agrees to provide meals through the Summer Food Service Program to children ages  
18 and under or people 19 years of age and over who have a mental or physical disability and  
who participate in a public or private non-profit school program during the school year.
4. The SPONSOR agrees to only claim reimbursement for approved meals served through the Summer  
Food Service Program. Meals served prior to State agency approval shall not be claimed.
5. The SPONSOR agrees to claim reimbursement for meals served while school is not in session, with  
State agency approval.
6. The SPONSOR agrees to only claim reimbursement for those meals that meet or exceed the  
minimum Federal standards established for meals, and to maintain documentation of the foods  
and portions served to meet these standards.
7. The SPONSOR agrees to claim all meals at the free rate of reimbursement at area-eligible sites in  
the attendance boundary of a school where 50% or more of the children qualify for free or  
reduced-price meals or 50% or more of the children in the census block group are eligible for free  
and reduced-price school meals. The only exception is for children enrolled in a residential  
camp. Residential camps must collect income eligibility information for each enrolled child and  
can only claim meals at the free rate for children who qualify for free or reduced-price meals.
8. The SPONSOR agrees to provide Summer Food Service Program meals at no charge. The only  
exception is for residential camps. Residential camps may charge for meals served to children  
who do not qualify for free or reduced-price meals.
9. The SPONSOR agrees to maintain children on site while meals are consumed.
10. The SPONSOR agrees to maintain documentation of the following for each serving site: program  
operating and administrative costs; funds accruing to the program; training of staff; monitoring of  
sites; the number of meals prepared/delivered, by type, each day; the number of complete first  
meals, complete second meals, excess meals or left-over meals, meals to program adults and  
meals to non-program adults served each day; daily meal production records; and daily menus.

11. The SPONSOR may serve and claim up to two (2) meals or one (1) meal and one (1) snack within the approved meal time each day. The SPONSOR cannot serve and claim lunch and supper on the same day, at the same site. Approved camp and migrant site sponsors may serve and claim up to three (3) meals each day or two (2) meals and one (1) snack. Approved camp and migrant site sponsors may claim lunch and supper on the same day at the same site.
12. The SPONSOR agrees to monitor each site according to regulations.
13. The SPONSOR agrees to meet the training requirement for its administrative and operational personnel as required under 225.15 (d)(1).
14. The SPONSOR agrees to retain final financial and administrative responsibility for its program.

**SPONSOR:**

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Name (printed or typed)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**STATE AGENCY:**

\_\_\_\_\_  
*Signature of State Agency Representative*

\_\_\_\_\_  
*Name (printed or typed)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

This institution is an equal opportunity provider and employer.